

State of Tennessee
Maintenance Budget Worksheet System

Instructions

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1. Introduction

The Maintenance Budget Worksheets are a series of automated Microsoft Excel spreadsheets within a single file, linked together.

The worksheets function as a **program for developing costs** for Maintenance projects.

2. GENERAL INSTRUCTIONS

a. Purpose

The Maintenance Budget Worksheets support Agency Representatives and Real Property Administration (RPA) Project Manager staff. The worksheets provide a consistent means of **computing** and **presenting** estimated maintenance project cost information.

b. Capital Budget:

The Maintenance Budget worksheets are to be used for Capital Budget Requests. Attach a copy of the Maintenance Budget Worksheet Package to each hard copy DB-70 Form submitted to F&A Budget for Maintenance projects.

Though the primary use is for the annual capital budget process, the worksheets can be used for pre-design estimating on any construction or maintenance project.

c. Worksheet Selection:

The Excel file contains seven interconnected worksheets. Though seven worksheets are available, only those pertaining to a project need be utilized, which is normally 2 or 3 for Maintenance projects.

3. MICROSOFT EXCEL:

This Budget Development program was developed in Microsoft Excel 2000. Because of special functions, the program will not operate properly on earlier versions of Excel. Upgrading to Excel 2000 or XP may be required.



4. GETTING STARTED:

a. Copy the excel file to your computer.

Then, Start Excel. Open the Excel file and save it with a new name that suggests the project on which you are working. Or, save it as a template.

(See the HINTS on page 8)

b. Disable Macros.

Always select "Disable Macros" when the worksheet opens.

c. Enter Department and Project Information.

On the Summary Sheet (first page top) enter Department and Project data in the blank (white) fields. All other worksheets will import this information.

d. Select Capital Maintenance or Capital Outlay.

Next, select the appropriate Maintenance worksheet (the tabs at the bottom of the screen) and begin entering your project cost information.

5. DB-70 Form:

Attach a copy of the Maintenance Budget Worksheets to each hard copy DB-70 Form submitted to F&A Budget. The Worksheets do NOT provide a DB-70 Form. However, the worksheets organize data and compute the costs you will enter into your DB-70 Form.

6. SELF GUIDING:

The worksheets are self-guiding for the most part.

For help on **general questions** regarding the intent and use of Maintenance Budget Worksheets for projects, contact your RPA Project Manager.

For help with **technical issues** and problems with specific **fields** or **functions** on the worksheets, contact RPA. (*Howard Symons 615-741-6146*)

For help with Budget Package Submission, contact George Brummett, F&A Office of Budget.



7. The Worksheets:

A brief description of the seven worksheets:

- (1) Project Summary Sheet: This sheet provides a summary of **project costs** automatically compiled from the other worksheets. Use the data displayed on this Summary Sheet to enter information into your DB-70 form.
- (2) MP&E Maintenance Worksheet: This sheet is designed to identify a scope of work and calculate budget estimates for HVAC, Plumbing, and Electrical work.
- (3) Exterior Maintenance Worksheet: This sheet is designed to identify a scope of work and calculate budget estimates for Exterior Building Structure, Site Constructions, and Landscaping.
- (4) Roof Maintenance Worksheet: This sheet is designed to identify a scope of work and calculate budget estimates for Roof, Flashing, and Parapet work.
- (5) Interior Maintenance Worksheet: This sheet is designed to identify a scope of work and calculate budget estimates for Interior Finishes and Construction, Floors, and Ceilings.
- (6) Compliance Maintenance Worksheet: This sheet is designed to identify a scope of work and calculate budget estimates for ADA, Life Safety, and Environmental work.
- (7) Energy Project and Maintenance Worksheet: This sheet is designed to identify a scope of work and calculate budget estimates for Building Components, Equipment, and Services related to Energy Conservation work.

8. HOW IT WORKS

- a. **ENTERING DATA**: Each Maintenance worksheet contains protected fields (i.e., cells), which prevent user access. These areas have a light gray or shaded background color.
Enter data only in the unshaded fields. When data is properly entered, built-in formulas automatically compute project cost totals.
- b. **POP-UP INSTRUCTIONS**: Each data entry field has a “**pop-up**” message that displays specific instructions for the field. Messages normally display at your Microsoft *Assistant*. “Hide” the *Assistant* and instructions or messages will display at worksheet fields.



- c. **DROP-DOWN LISTS:** Many data entry fields are provided with “**drop-down**” lists from which selection is made. Access a drop-down list by “clicking” on the arrow located to the right of the empty field. Typically, entry data is restricted to listed selections, and a field will not accept alternate data.

- d. **ERROR NOTICE:** As data is entered, an “error” notice may appear in an adjacent field or cell. The “error” normally indicates that a data-dependant field has been left blank or information incorrectly entered. The “error” notice means the formula is merely looking for information.

Another message you may see is “*Check adjacent data fields.*” This is actually a hint, advising you to fill in other fields with needed data. In most cases the “error” involves fields that are in the same line or row.

Clear an “error” notice either by entering data in an appropriate field, or by canceling (deleting) an incorrect data entry.

- e. **ESTIMATE PROVIDER:** A column on each worksheet has fields for identifying the “estimate provider” for any particular line item.

From the dropdown list in the Cell, select the appropriate “source” for the project data or cost estimate. All worksheets are designed to identify the sources for providing your project information, construction costs, or equipment costs.

The Estimate Provider field must be filled in on any line where data is entered, or an **error** notice will display.

- f. **BACKUP ATTACHED:** The far right column on several worksheets has fields for indicating if backup information is attached with your submission.

Backup information includes cost estimates provided by sources, scope of work estimates, and other information to substantiate your line-item entries.



9. SUMMARY SHEET DETAILS

a. Summary Of Data

The first worksheet is both a project summary sheet and cover sheet for the Maintenance Budget Worksheets. This sheet displays data from all other supporting worksheets. The data (amounts & information) can be used to complete a DB-70.

The budget summary for all worksheets used for your maintenance project will be displayed. A total of worksheets field automatically displays a sum of budget data compiled from all supporting worksheets for a project.

NOTE: No fees or other soft costs are not separately computed. The itemized unit costs you obtain from your sources should include installation.

b. Confidence Factor:

A confidence factor is automatically derived from the Data Providers and Estimate Providers selected on each worksheet. This confidence factor is a numeric indicator associated with information accuracy.

The confidence factor serves as a general indicator of the reliability of the information you have provided. This factor is not used to qualify or disqualify any project, nor to rate a project's priority with other projects. The intent of the confidence factor is to call attention to components of any project that may require more information or further analysis.

c. Bullet List:

A bullet list display automatically indicates which worksheets are included in your package. Also a special "Note" may display, being triggered from the Roof or Compliance worksheets. This "Note" alerts reviewers of project issues that may impact project costs.



10. EXCEL HINTS

These processes save you steps, and work well.

Give them a test. If you can't figure something out, get a secretary to help you.

a. Creating An Excel Template

Microsoft Word has "templates" for letters or memos. Excel offers the same function.

1. Open the Budget Development file, select "**Save As**" and . . .
2. In the bottom window of the "**Save As**" menu, scroll down and **select** the "**Template**" or ".xlt" file type.

This transforms your Workbook into a template. Every time you load the worksheet from template, it will be a "clean" and "blank" worksheet.

3. To start a new Budget Development Worksheet, open Excel, click **File/New** from the menu and **select** the Budget Development file.
4. When you save your new worksheet, the "**Save As**" window opens automatically.
5. Save the worksheet file with whatever name you choose, and send it to the specific **file folder** you have created for your project(s).
6. To simply use **Save** rather than **Save As**, Excel adds a 1 or 2 after the original file name. (Could get very confusing.)

b. Printing Only The Worksheets You Want

There is no sense printing 7 pages of Budget Development Worksheets each time. You can **Print** selected Excel sheets.

1. When you want to print your worksheets, **Press Ctrl** and then (**mouse**) **click** on the sheet tabs you want (bottom of your worksheet screen).
2. Excel prints each **selected** sheet on a separate page. You won't have to print the entire Excel workbook each time.

c. A Pop-Up Calculator

When working with Excel you may need a calculator tool. You can place a calculator button in the Excel toolbar to execute a **Calculator**. You can then **Copy** and **Paste** any Calculator results right into an Excel Worksheet cell.

1. Open Excel and choose **View/Toolbars/Customize**. When the Customize dialog box opens, click the **Commands** tab.
2. Under "Categories" **click** on **Tools**. Scroll down through the "Commands" list and locate the calculator icon labeled **Custom**.
3. **Drag** the icon up to your Excel toolbar to a convenient place. Simply click the new icon to open a "floating" calculator.
4. The Calculator is open when "**Calculator**" is displayed in your **Windows taskbar** along the bottom of your screen. Simply **Click** there to bring it up on your screen for use.

